



# COCHISE COUNTY JOINT PERMIT APPLICATION

Cochise County Community Development, 1415 Melody Ln., Bldg. E, Bisbee, AZ 85603 (520) 432-9240, Fax (520) 432-9278, [www.cochise.az.gov](http://www.cochise.az.gov)

## PLEASE PRINT OR TYPE PARTS A-F BELOW

### PART A: DESCRIPTION OF PROPERTY

Tax Parcel Identification # \_\_\_\_\_  
Subdivision \_\_\_\_\_  
Site Location/Address/City \_\_\_\_\_  
Property Owner Name \_\_\_\_\_  
Mailing Address/City/Zip Code \_\_\_\_\_  
Name of Applicant (if not property owner) \_\_\_\_\_  
Mailing Address/City/Zip Code \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_  
Email \_\_\_\_\_ Fax Number \_\_\_\_\_

### PART B: PROPOSED PROJECT

Replacement Manufactured Home Yes ☐ No ☐ Year of Manufactured Home \_\_\_\_\_  
Gross Floor Area of Proposed Project \_\_\_\_\_ Structure Height \_\_\_\_\_  
Estimated Value of Proposed Project \_\_\_\_\_ If constructing an addition/improvement to existing structure, what is the assessed value of existing structure? \_\_\_\_\_

### PART C: HEALTH SERVICES SECTION

1. Sewer ☐ or Septic System ☐  
TO BE COMPLETED IF ON SEPTIC SYSTEM ONLY:  
Septic System: New ☐ Existing ☐ No. of Bedroom(s)/Den(s) \_\_\_\_\_  
Indicate who will perform work: Owner ☐ Contractor ☐  
If contractor, list name and license # \_\_\_\_\_

2. Water Supply: Public ☐ Community Well ☐ Private Well ☐

### PART D: FLOODPLAIN SECTION

1. Will watercourse be altered/relocated as a result of proposed use? Yes ☐ No ☐  
2. Proposed wash crossing: Bridge ☐ Culvert ☐ Dip ☐ Fill ☐ None ☐  
3. If alteration or wash crossing, explain on site plan and note if Temporary ☐ or Permanent ☐  
4. Any washes within 300' of the project? Yes ☐ No ☐

### PART E: HIGHWAY RIGHT-OF-WAY SECTION

1. Are any of the following existing on your property?  
Electricity ☐ TV Cable ☐ Telephone ☐ Sewer ☐ Gas ☐ Culvert ☐ Driveway ☐  
2. Installation to property required:  
Electricity Underground ☐ Overhead ☐ TV Cable Underground ☐ Overhead ☐  
Telephone ☐ Sewer ☐ Gas ☐ Culvert ☐ Driveway ☐ Water Line ☐  
Other \_\_\_\_\_

### PART F: CERTIFICATION SIGNATURE

I hereby certify that I am the owner or duly authorized owner's agent and that all information on this application and the attached site plan is accurate. I understand that if any of this information is false, it may be grounds for revocation of this permit. I further certify that I will comply with all County, State and Federal regulations applicable to said property, and acknowledge that I am not authorized to begin work until I have received a numbered permit. I FURTHER AUTHORIZE COUNTY EMPLOYEES AND APPROPRIATE REGULATORY AGENCIES TO ENTER ONTO SAID PROPERTY TO MAKE REASONABLE INSPECTIONS FOR COMPLIANCE.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

REVISED September 2011

## FOR DEPARTMENTAL USE ONLY

Assigned County Address \_\_\_\_\_  
Building Code ☐ Construction Plans submitted: Yes ☐ No ☐ SV Sub-Watershed ☐  
Owner Built: Limited ☐ Non Code ☐ Hubbard Zone ☐ Tombstone Aqueduct ☐ BST ☐  
Growth Area \_\_\_\_\_ Plan Designation \_\_\_\_\_ Tn. \_\_\_\_\_ Rg. \_\_\_\_\_ Sec. \_\_\_\_\_  
Zoning District \_\_\_\_\_ Map Ref. \_\_\_\_\_ Supervisor District \_\_\_\_\_  
Flood Zone \_\_\_\_\_ Panel # \_\_\_\_\_ Panel Date \_\_\_\_\_  
Lot Area \_\_\_\_\_ Setbacks: N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_  
PERMIT PROCESSING INFORMATION  
Right-of-Way Rev. By: \_\_\_\_\_ Date \_\_\_\_\_ Permit Required Y ☐ N ☐  
Flood Control Rev. By: \_\_\_\_\_ Date \_\_\_\_\_ Permit Required Y ☐ N ☐  
Health Services Rev. By: \_\_\_\_\_ Date \_\_\_\_\_ Permit Required Y ☐ N ☐  
RAD Rev. By: \_\_\_\_\_ Date \_\_\_\_\_ Review Required Y ☐ N ☐

Permit Type	Permit No.	Date Received	Fee	Receipt No.	Description
Bldg Code					
Bldg Code					
Bldg Code					
Non-Bldg Code					
Non-Bldg Code					
Manufactured Home/FBB					
Health					
Right-of-Way					
Flood Control					
RAD					
Review (Res/Comm)					
Surcharge/Other (specify)					
Other (specify)					
Total					

Permit approved for issuance by Permit Coordinator

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

RECORDING REQUESTED BY:  
**Cochise County Community Development  
Department**  
When Recorded Deliver To:  
**Cochise County Community Development  
Department**  
**1415 Melody Lane**  
**Bisbee, AZ. 85603**  
**520-432-9240**

Space Above For Recorder Use Only



## COCHISE COUNTY COMMUNITY DEVELOPMENT

*"Public Programs...Personal Service"*

### **Disclosure Statement - Owner-Builder Amendment to the Cochise County Building Safety Code:**

Pursuant to *Section 6 - Recording* contained in the adopted *Resolution R-10-01 - Amendment to the Cochise County Building Safety Code for Owner-Built Rural Residential Dwellings*, which states: "Each time a permit is issued pursuant to this amendment for *Residential Dwellings, Additions or Accessory Structures*, a notice that a permit has been issued pursuant to the provisions of this article shall be recorded with the County Recorder by the Community Development Department". This Disclosure Statement will be recorded to the subject property.

The purpose of this amendment is to exempt a Rural Owner-Builder from the requirement for construction plan review and inspection under the currently adopted version of the Cochise County Building Safety Code, *provided the parcel proposed for residential construction is located in a Zoning District with a maximum density of four acres per dwelling unit and the proposed parcel is of a size and configuration that conforms with the Zoning District in which it is located*. This amendment also allows such Owner-Builder to opt to comply with the Cochise County Building Safety Code but with a limited inspection scope, instead of complying with the full inspection requirements contained in the adopted *Building Safety Code*.

***NOTE: Applicants for the Owner-Builder Option should check with their financing institution and/or insurance provider to ascertain whether building without review or inspection oversight will affect your ability to obtain a mortgage or homeowner's insurance.***

### **Amendment Option Selected by Owner-Builder (Initial to left of applicable statement):**

\_\_\_\_\_ I have voluntarily selected the *Full Construction Plan Review with Limited Building Code Inspection* option of the adopted Owner-Builder Amendment for my residential construction project listed below. I understand that full construction plan review is required under this option with only limited building code inspections in the trade areas of mechanical, electrical, plumbing and fire prevention by the County.

\_\_\_\_\_ I have voluntarily selected the *No Construction Plan Review with No Building Code Inspection* option of the adopted Owner-Builder Amendment for my residential construction project listed below. I understand that no construction plan review or building code inspections will be required or completed by the County.

**Description of Residential Construction Work included under this disclosure:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By statute, this exemption does not exempt owner-builders from statewide codes such as the plumbing and fire codes and regulations regarding smoke detectors, nor does it exempt owner-builders from fire codes adopted by the fire districts or the County.

I (or) We \_\_\_\_\_, owner(s)  
(Applicant Name(s))

of parcel # \_\_\_\_\_ located at \_\_\_\_\_ in  
(Physical Address)

\_\_\_\_\_ agree to comply with all of the requirements  
(Town) (State) (Zip Code)

contained in the Owner Built Rural Residential Dwelling amendment to the Cochise County Building Safety Code and all other pertinent state and county regulations.

\_\_\_\_\_ and (if applicable) \_\_\_\_\_  
Owner Signature Owner Signature

\_\_\_\_\_ Date \_\_\_\_\_

When recorded, this document shall be indexed by the county recorder and shall be deemed to give constructive notice as to its contents to all persons thereafter dealing with the real property.

This Instrument was acknowledged before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_ and (if applicable) \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



# COCHISE COUNTY COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

## **Amendment to the Cochise County Building Safety Code for Owner-Built Rural Residential Dwellings:**

### **Section 1- Purpose and Intent.**

The purpose of this amendment is to exempt a Rural Residential Owner-Builder from the requirement for construction plan review and inspection under the currently adopted version of the Cochise County Building Safety Code, provided the property is located in a Zoning District with a minimum parcel size of four (4) acres per dwelling unit and the subject parcel is at least four (4) acres in size. This option is available for *residential* construction projects only. This amendment also allows an Owner-Builder to opt to comply with the Cochise County Building Safety Code plan review but limit inspections. Such an Owner-Builder may, of course, also opt for compliance with the Cochise County Building Safety Code accompanied by full plan review and inspections. This amendment is intended to allow the owner-builder the option to construct owner-occupied residential structures without County plan and inspection oversight, if the property is located in an area defined as "rural".

By statute, this exemption does not exempt owner-builders from statewide codes such as the plumbing, and state, county, or fire-district adopted fire codes and regulations regarding smoke detectors, nor does it exempt owner-builders from health regulations regarding wastewater treatment systems.

### **Section 2 - Application.**

Rural – properties in any Zoning District with a maximum density of one dwelling unit per four acres or larger, as long as the subject parcel is of a size and configuration that conforms to the Zoning District in which it is located.

The provisions of this amendment shall apply to the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy and maintenance of limited density owner-built residential rural dwellings and accessory structures situated within the designated areas of Cochise County.

This amendment is limited to use by the owner-builder once in every five years for *Residential Dwellings* on all properties within the unincorporated area of Cochise County owned by that individual. This limitation does not apply to accessory structures or additions on the same property.

### **Section 3 - Definitions.**

For the purpose of this amendment the following definitions shall apply:

A) Limited Density - Residential Rural Dwelling: Any site built residential structure consisting of one or more habitable rooms intended or designed to be occupied by one family with facilities for living and sleeping, with the use restricted to rural areas that fulfill the requirements of this amendment.

B) Owner-Builder: Owners of property who improve such property or who build or improve structures or appurtenances on such property and who do the work themselves, with their own employees or with duly licensed contractors, if the structure, group of structures or appurtenances, including the improvements thereto, are intended for occupancy solely by the owner and are not intended for occupancy by members of the public as the owner's employees or business visitors and the structures or appurtenances are not intended for sale or for rent.

C) Rural: For the purpose of this regulation only, "Rural" shall mean those unincorporated areas of the county eligible for the application of this regulation and as described in Section 2.

### **Section 4 - Regulation of Use.**

A) For the purposes of this amendment, proof of the sale or rent or the offering for sale or rent of any such structure by the owner-builder within one year after completion or issuance of a certificate of occupancy is prima facie evidence that such project was undertaken for the purpose of sale or rent. As used in this paragraph "sale" or "rent" includes any arrangement by which the owner receives compensation in money, provisions, chattels or labor from the occupancy or transfer of the property or the structures on the property.

B) The *Owner-Builder* in selecting to use this amendment is strongly encouraged to take advantage of the best water conservation practices available at the time of construction (Note: county water conservation site development standards may be mandatory in some areas of the County.). Additionally, if the property is located in the vicinity of a military airport the *Owner-Builder* is required to provide high noise sound attenuation through the construction materials selected for the project as defined and required by ARS § 28-8482B.

### **Section 5 - Amendment Options.**

Option 1: Full Construction Plan Review with Limited Building Code Inspection: This option when selected by the applicant during the permit issuance process requires (in addition to *Zoning* and other County Departments inspection requirements) that only limited Building Code inspections dealing with the trade areas of Mechanical, Electrical, Plumbing and Fire Prevention be completed by County Building Inspectors. Full construction plan review and the required limited inspections for this option will be completed in accordance with the adopted *Cochise County Building Safety Code*.

Option 2: No Construction Plan Review with No Building Code Inspection: This option, when selected by the applicant during the permit issuance process requires (in addition to *Zoning* and other *County Departments* inspection requirements) that no building code inspections be completed by County Building Inspectors. In addition, by selecting this option, no construction plans are required to be submitted or reviewed by the *County Planning Department*.

#### **Section 6 - Recording.**

Each time a permit is issued pursuant to this amendment for residential dwellings, additions or accessory structures a notice that a permit has been issued pursuant to the provisions of this article shall be recorded with the County Recorder by the Planning Department.

#### **Section 7 - Permits.**

This amendment does not affect the requirement that prior to construction the Rural Owner-Builder must obtain all permits required under State law and County ordinance.

#### **Section 8 - Application Process.**

To obtain a permit, the applicant shall first file an application with the Planning Department. Permit applications shall contain the following information:

- 1) Name and mailing address of the owner(s) of record;
- 2) Address and location of the proposed structures;
- 3) A general description of the proposed structure(s) or proposed work;
- 4) A site plan conforming to Section 1705 of the Cochise County Zoning Regulations; *Setback information from the proposed structure to the property lines in all directions shall be mandatory for consideration of eligibility for the Owner-Builder Option.*
- 5) The signature of the owner of record or authorized agent;
- 6) The use or occupancy for which the work is intended;
- 7) Any other data or information as may be required by statute or regulation; and
- 8) A stipulation by the owner of record or authorized agent that the building or structure is to be constructed by the owner, or built for occupancy of the owner by licensed contractors with the owner-builder acting as the General Contractor;
- 9) The selection of the owner-builder option of choice by the owner of record or authorized agent is contained in Section 5 of this amendment.

### **Section 9 - Construction Plans.**

(Full Construction Plan Review with Limited Building Code Inspection Option Only)

Two copies of Construction Plans (when applicable) for the proposed project shall be submitted to the Planning Department for review and approval. These Construction Plans may be hand drawn by the applicant and may include a simplified diagram of the floor plan, structure elevations and construction details in order to determine the appropriate dimensions of structural members.

### **Section 10 - Waiver of Plans.**

The Planning Department shall waive the submission of any plans if the department finds that the nature of the work applied for is such that the reviewing of plans is not necessary to obtain compliance with this amendment. The Planning Department shall waive the submission of construction plans when the regulation option of *No Construction Plan Review with No Building Code Inspection* is selected at the time of permit application.

### **Section 11 - Modifications.**

(Full Construction Plan Review with Limited Building Code Inspection Option Only)

Modifications to the design, materials, and methods of construction are permitted, provided that the structural integrity of the building or structure is maintained, the building continues to conform to the provisions of this regulation, and the Planning Department is notified in writing of the intended modification and approves the modification prior to construction.

### **Section 12 - Permit Expiration.**

Any building permit issued under this amendment shall be valid, without renewal, for a maximum period of 36 months for the Owner-Builder to show compliance with all County zoning regulations, setback requirements, and all state and local code requirements for which exemption does not apply as noted in Section 1.; however, the *County Zoning Inspector* may, upon written request of the permittee, extend the time limit for the permit once for an additional 12 months. Any construction work eligible for exemption for applicants applying under *Option 2: No Plan Review and No Inspections* shall not be subject to this permit expiration period.

### **Section 13 - Inspections.**

(Full Construction Plan Review with Limited Building Code Inspection Option Only)

All construction or work for which a permit is required will be subject to inspection within the designated scope option of this amendment by the Planning Department. If an inspection is required, such construction or work shall remain accessible and exposed for inspection purposes until approved.

Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code amendment or of other ordinances of the jurisdiction. Neither the building official

nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material to allow inspection.

At anytime during the construction process for the *Full Construction Plan Review with Limited Inspections* option an applicant may elect to have an additional *Building Code* inspection completed (work being inspected must be accessible and exposed), in addition to the inspections already required under their selected option, at the adopted per hour inspection fee by a County Building Inspector.

#### **Section 14 - Special Inspections.**

(Full Construction Plan Review with Limited Building Code Inspection Option Only)

Certain types of construction may require *Special Inspections*, when applicable, by Arizona Registered Design Professionals as required under Section 1704 of the adopted International Building Code and as determined by the Building Official.

#### **Section 15 - Inspection Requests and Notice.**

It shall be the duty of the applicant to notify the Planning Department that the construction is ready for inspection and to provide access to the premises when applicable. Inspections shall be requested by the applicant at least twenty-four (24) hours in advance of the intended inspection. It shall be the duty of the Planning Department to notify or inform the applicant of the day during which the inspection is to be conducted.

#### **Section 16 - Certificate of Occupancy.**

(Full Construction Plan Review with Limited Building Code Inspection Option Only)

After the dwelling(s) is completed for occupancy and any inspections which have been required by the Planning Department have been conducted and work approved, the Planning Department shall issue a conditioned Certificate of Occupancy for such dwelling(s) and accessory structure(s), which comply with the provisions of this amendment.

#### **Section 17 - Temporary Occupancy.**

(Full Construction Plan Review with Limited Building Code Inspection Option Only)

The use and occupancy of a portion or portions of a dwelling or accessory structure prior to the completion of the entire structure shall be allowed, provided that approved sanitary facilities are available at the site and that the work completed does not create any condition to an extent that endangers life, health or safety of the public, visitors or occupants of the structure or portion thereof. Prior to any temporary occupancy of the dwelling or accessory structure a temporary occupancy inspection must be completed and approved by the Planning Department.



### **Section 18 - Fees.**

Fees shall be required and collected by the Planning Department to provide for the cost of administering the provisions of this amendment as adopted by the Board of Supervisors. It is the intent of this amendment that permit processing and inspection fee schedules be established to reflect the actual inspection and administrative costs resulting from the application of the amendment.

### **Section 19 - General Requirements.**

Each structure shall be built and maintained in a sound structural condition to be safe, sanitary, and to shelter the occupants from the elements.

### **Section 20 - Mechanical Requirements.**

(Full Construction Plan Review with Limited Building Code Inspection Option Only)

Fireplaces, cooling, heating, cooking appliances and gas piping installed in buildings constructed pursuant to this amendment shall be installed and vented in accordance with the requirements contained in the currently adopted *Cochise County Building Safety Code*.

### **Section 21 - Electrical Requirements.**

(Full Construction Plan Review with Limited Building Code Inspection Option Only)

Where electrical wiring or appliances are installed, the installation shall be in accordance with the provisions contained in the currently adopted *Cochise County Building Safety Code*.

Exceptions: No dwelling or accessory structure constructed pursuant to this amendment shall be required to be connected to a source of electrical power, or wired, or otherwise fitted for electrification. In structures where electrical usage is confined to one or more rooms of a structure, the remainder of the structure shall not be required to be wired or otherwise fitted for electrification unless the Planning Department determines the electrical demands are expected to exceed the confinement and capacity of that room(s). It is the intent of this subsection to apply to buildings in which there exists a workshop, kitchen, or other single room, which may require electrification, and where there is no expectation of further electrical demand.

### **Section 22 - Plumbing Requirements.**

(Full Construction Plan Review with Limited Building Code Inspection Option Only)

Plumbing equipment, systems and installation shall be in accordance with the requirements contained in the *Cochise County Building Safety Code* and the *Cochise County Health Department* regulations. Alternative materials and methods shall be permitted provided that the design complies with the intent of the *County* codes and regulations. Potable water shall be available to the dwelling site.

### **Section 23 - Fire Prevention Requirements.**

Residential Smoke Detectors shall be provided in accordance with the requirements contained in the *Cochise County Building Safety Code*.

### **Section 24 - Sanitation Requirements.**

Sanitation facilities, including the type, design, and number of facilities, as required and approved by the *County Director of Environmental Health*, shall be provided to the dwelling site.

### **Section 25 - Violations.**

The critical concern in the promulgation of this amendment is to provide for health and safety while maintaining respect for the law and voluntary compliance with the provisions of this amendment, and therefore, in the event that an order to correct a substandard condition (based on the level of option selected) is ignored, it is the intent of this section that the adopted *County Hearing Officer Rules of Procedure* for violations be followed.

### **Section 26 - Petitions for Appeals.**

When applicable for a particular issue the adopted appeals process contained in the *Cochise County Zoning Regulations* or the *Cochise County Building Safety Code* shall be followed to hear and decide appeals dealing with issues on this amendment. The department shall keep a record of the decisions on appeals.

### **Section 27 - Rezoning and Change of Use.**

If a structure(s) on a property has been built or altered under the relief granted by this amendment, this would be considered a factor against a rezoning to a higher density or a change of use if this action diminishes the parcel size to less than one dwelling unit per four acres. Any change of use from a residential dwelling to a commercial use shall require certification by a registered design professional that the building complies with the currently adopted *Cochise County Building Code*.

**Residential Permit Application Instructions  
And Intake Checklist**

**Complete the following information, include complete site plan (to be completed by septic designer/soil evaluator if a septic system is required) and required fees (must be for the total required amount, with checks payable to "Cochise County Treasurer"). Include Tax Parcel ID Number on all application pages and on any correspondence regarding your permit application.**

**PLEASE NOTE:** Incomplete applications will not be accepted.

- ☐ **Joint Permit Application:** complete left side of application and sign
- ☐ **Proof of Valid Contractor's Form:** complete and sign
- ☐ **Sewage System Design Checklist**
- ☐ **Complete site plan:** Clearly and legibly include all information on Site Plan Instructions (attached)
- ☐ **If addition, please include floor plan (existing structure & proposed addition)**
- ☐ **If new residence, a lighting plan and a completed lighting worksheet**
- ☐ **If a manufactured or mobile home, a completed supplemental application form for manufactured and mobile home, and OMH flood procedures if parcel in a flood zone**
- ☐ **Sierra Vista Sub-watershed Water Conservation Overlay Zone Permit Checklist**
- ☐ **Construction plans:** two sets are required.
- ☐ **Construction plan checklist** completed by applicant.
- ☐ **Truss calculations:** two sets (if applicable).
- ☐ **Written assurance from provider of sewer & water utilities for uses on community water & sewer systems** submitted
- ☐ **Parcel in the military airport and ancillary military facility's operation area which requires compatibility review pursuant to ARS 28-8481**
- ☐ **Fees:** \_\_\_\_\_
- ☐ **Additional submittal requirements:** \_\_\_\_\_
- ☐ **If parcel RU-4, 4 or more acres and owned by applicant, does applicant want to opt-out of building code inspections?** Y or N or N/A
- ☐ **Check New World for approval of Agricultural Status, Legal Nonconformance's, Lot Modifications and other items.**
- ☐ **Tombstone Aqueduct located on parcel?** Y or N. If yes, emailed to Tombstone on \_\_\_\_\_
- ☐ **Scan MH Form into New World**

Applications can be submitted to the following Cochise County Community Development, Planning, Zoning & Building Safety Department Offices:

**Bisbee – Main Office**  
1415 Melody Lane, Building E  
Bisbee, Arizona 85603  
(520) 432-9240

**Sierra Vista – Satellite Office**  
4001 E Foothills Drive  
Sierra Vista, Arizona 85635  
(520) 803-3960

**Benson Service Center - Satellite Office**  
126 W 5<sup>th</sup> Street  
Benson, Arizona 85602  
(520) 586-8180  
(Tuesday by appointment only)

**Willcox Service Center - Satellite Office**  
450 S Haskell Avenue  
Willcox, Arizona 85643  
(520) 384-7140  
(Thursday by appointment only)

- 
- ☐ **Check – ROW (if applicable), flood zone, and zoning**
  - ☐ **Include Current Assessors' Parcel Map**

**FOR STAFF USE ONLY:** \_\_\_\_\_

Accepted by

Date

## Residential Site Plan Instructions

**Draw site plan on 8½" x 11" paper. For all items, note whether existing (e) or proposed (p). NOTE: The site plan must be complete and clearly legible.**

**If a new septic system is proposed, the site plan must be prepared by a Certified Septic System Site Evaluator. Contact the Community Development Department, Planning, Zoning & Building Safety at (520) 432-9240 if you have questions or need assistance with your application.**

### Required for all residential permit applications

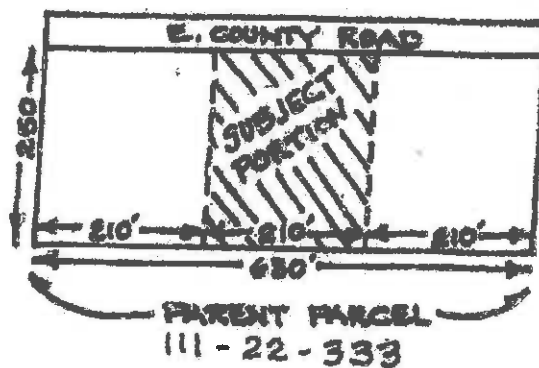
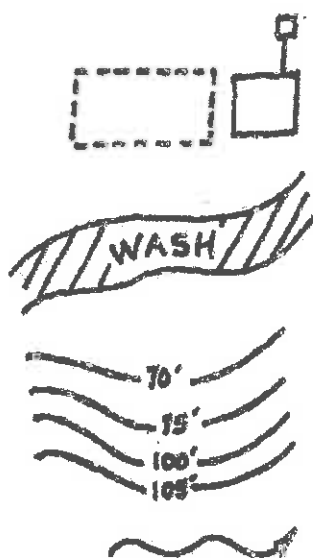
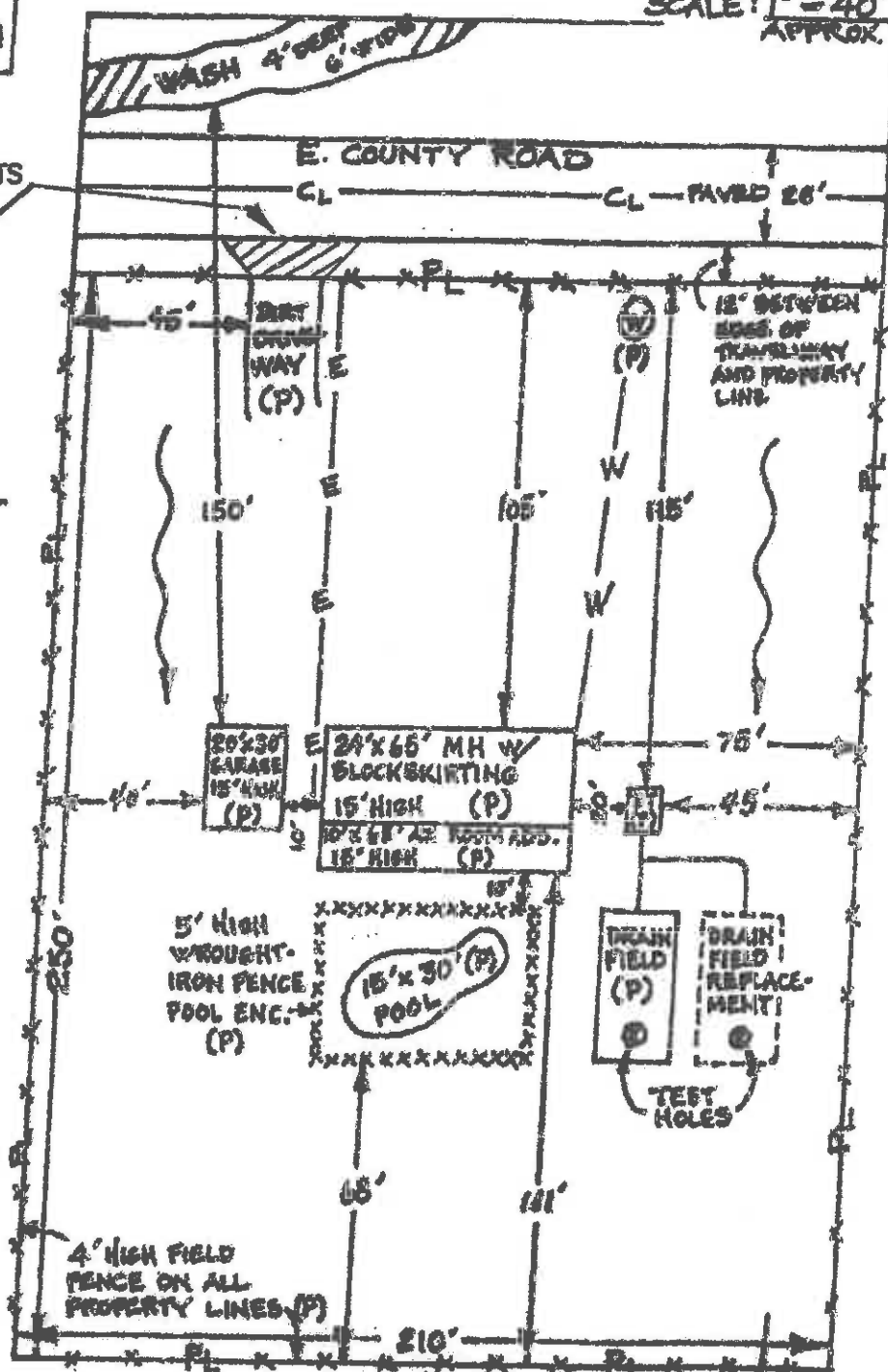
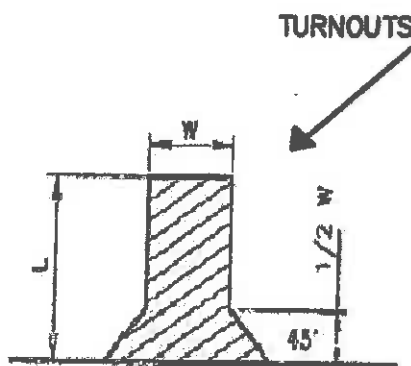
1. Tax parcel ID number, north arrow and scale (if a scale is used)
2. Property lines and all dimensions (from Assessors' Parcel map) – include entire parcel
3. If parcel is a new split, show parent parcel and your parcel's location – with dimensions
4. All easements – label type (road right of way, utility, drainage, etc.) and width
5. Location of utility lines (electric, gas, water, etc.)
6. Roads adjoining the property: name of road, surface material, distance from property line to edge of actual road
7. Driveways: location, surface material, distance to closest property line
8. Show direction of drainage on the property
9. Any construction related to a wash, such as a bridge, culvert, dip crossing, or fill, either on the parcel or off-site. Note whether temporary or permanent.
10. Location, depth, and width of all drainageways or washes
11. Distance from proposed structures to any drainageway or wash
12. Distance from structures to all property lines and roads, and distance between residences on the subject parcel
13. Location of wells, septic tanks, leach fields and 100% expansion areas, and distance from septic system to buildings, property lines, any drainageway or wash, & locations of test pits
14. Direction of slope of land in area of proposed leach fields and expansion areas, indicate % slope
15. Location, dimensions and height of all buildings, and their uses
16. Location, height, length and material of walls and fences – for chainlink fences, note if slatted

### Required if applicable to your project

17. If outdoor lighting is proposed, location, fixture type (such as 18 watt fluorescent, 75 watt incandescent, 250 watt low pressure sodium, etc.), shielding, and height of fixture
18. If a new residence, a completed Lighting Worksheet is required
19. If a mobile or manufactured home, show location and type of all accessories such as decks, awnings, skirting, etc. Construction plans and State approval are required for accessory structures
  - Block-skirting/Pumcrete state pre-approved plans may be used if not in a flood zone
  - Stone, Vinyl and Dura skirt do not need to submit plans if not in a flood zone
20. If MH in a flood zone, follow OMH flood procedures (new installations only)
21. If a solid fence or wall is proposed, distance from road surface (travelway) of all adjoining roads, speed limit of road (if posted) and distance to driveways on neighboring parcels within 20 feet of proposed wall
22. If barn or shed is proposed, note if for animals, storage, or other use
23. If a pool is proposed, pool size, location, setbacks to property lines; pool enclosure location, type, height. Type of pool cover? Required by 1820.01A of zoning regulations.
24. If clearing (removing vegetation by scraping the land) more than 1 acre, show dimensions of area to be cleared, and proposed dust and erosion control measures
25. If new SFR (site built only) on construction plans show the "Gray Water Plumbing" and "Hot Water on Demand" as required per Sierra Vista Sub-watershed Water Conservation Overlay Zone
26. If new or replacement "Outdoor Sprinkler System" or "Evaporative Coolers" show compliance with Sierra Vista Sub-watershed Water Conservation Overlay Zone
27. If a Solar Panel is proposed, installed only by a Licensed Contractor
28. If a Wind Turbine is proposed, site plan required for roof mounted, disclosure statement required

(POR)  
 111-22-333  
 Joe & Jane Smith

SCALE: 1" = 40'  
 APPROX.





# COCHISE COUNTY COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

## To be submitted with permit submission Supplemental Application – Manufactured Homes, Mobile Homes & Factory-Built Buildings

**NOTE:** The term *Mobile Home* refers to units built prior to June 15, 1976.

### Applicant Information:

Applicant Name: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### Proposed Installation Location:

Tax Parcel Number: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

### Structure Information:

Unit Manufacturer: \_\_\_\_\_  
Date Manufactured: \_\_\_\_\_  
Unit Size: \_\_\_\_\_  
VIN/Serial Number: \_\_\_\_\_  
HUD Number: \_\_\_\_\_

### Dealer Information:

Dealer Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### Licensed Installer Information:

Unit Installer Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
License Number: \_\_\_\_\_ Class: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_

### Note any Accessory Structures associated with this permit request:

Awnings: \_\_\_\_\_  
Skirting: \_\_\_\_\_  
Porch or Deck: \_\_\_\_\_  
Garage: \_\_\_\_\_  
Other: \_\_\_\_\_

Please list below all subcontractors associated with the installation of this Manufactured Home, Mobile Home or Factory-Built Building (Electrical, plumbing, mechanical, accessory structures, ect.):

Contractor Name: \_\_\_\_\_  
License Number: \_\_\_\_\_ Class: \_\_\_\_\_  
Type of Work: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_

Contractor Name: \_\_\_\_\_  
License Number: \_\_\_\_\_ Class: \_\_\_\_\_  
Type of Work: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_

Contractor Name: \_\_\_\_\_  
License Number: \_\_\_\_\_ Class: \_\_\_\_\_  
Type of Work: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_

Contractor Name: \_\_\_\_\_  
License Number: \_\_\_\_\_ Class: \_\_\_\_\_  
Type of Work: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_

Contractor Name: \_\_\_\_\_  
License Number: \_\_\_\_\_ Class: \_\_\_\_\_  
Type of Work: \_\_\_\_\_  
Business Phone Number: \_\_\_\_\_

I certify this information is correct, and that any changes will require additional permit approval:

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_

**In Accordance with A.R.S. Title 32**

I am currently a licensed contractor:

Contractor Name: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

ROC License #: \_\_\_\_\_ / Classification of ROC License: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

I am an Owner/Builder:

Owner/Builder Name: \_\_\_\_\_

Owner/Builder Address: \_\_\_\_\_

Owner/Builder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EXEMPTION FROM LICENSING**

**I am exempt from Arizona Contractors' license laws on the basis of the licensing exemptions contained in A.R.S. 32-1121A.**

- ☐ I am the Owner/Builder of the property. I will follow in strict compliance with 32-1121A.5. The property is intended for sole occupancy by the owner, not intended for occupancy by members of the public, owner's employees or business visitors. The structures are **NOT INTENDED FOR SALE OR RENT WITHIN 1 YEAR AFTER COMPLETION.**
- ☐ I am the Owner/Developer of the property. I will follow in strict compliance with 32-1121A.6. I will contract with a General Contractor licensed pursuant to this chapter. To qualify for this exemption, all licensed contractors' names and license numbers working on this project shall be included on this application and contained within all sales documents.
- ☐ Other Exemption: \_\_\_\_\_

**I fully understand that the exemption provided by A.R.S. 32-1121A.14 (the Handyman Exemption) does not apply to ANY construction project which requires a building permit, is the smaller part of a larger project and/or the total aggregate contract price including labor, materials and all other items is \$1,000 or more.**

**I will be using the following licensed contractors or sub-contractors on this project:**

\_\_\_\_\_  
(General Contractor) ROC License #: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_  
(Mechanical Contractor) ROC License #: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_  
(Electrical Contractor) ROC License #: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_  
(Plumbing Contractor) ROC License #: \_\_\_\_\_ Class: \_\_\_\_\_

**FALSIFICATION OF INFORMATION ON THIS DOCUMENT FOR THE PURPOSE OF EVADING OR ATTEMPTING TO EVADE STATE LICENSING LAWS IS A CLASS 2 MISDEMEANOR PURSUANT TO ARIZONA REVISED STATUTES 13-2704.**

I have read and fully understand all of the information contained within this document. The above information provided by me on this document is true and accurate to the best of my knowledge.

PRINT FULL NAME AND ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# COCHISE COUNTY COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

## Residential Lighting Worksheet

**Tax ID #** \_\_\_\_\_

Fixture ID on plans	Fixture Type and wattage	No. of fixtures	Lumens per fixture	Total Lumens for this fixture type
Existing Fixtures				
Subtotal				
Proposed Fixtures				
Subtotal				
Grand Total	Existing + Proposed			

Total Lumens \_\_\_\_\_ Total project acreage (developed area) \_\_\_\_\_

Lumens per acre permitted: \_\_\_\_\_

Lumens per acre proposed: \_\_\_\_\_

Are all proposed fixtures fully shielded? \_\_\_\_\_

If no, identify which fixtures and exemption type \_\_\_\_\_

Notes: \_\_\_\_\_

\*Please provide cut-sheets, diagram or photo of each fixture type. Any substitutions must be approved prior to installation.



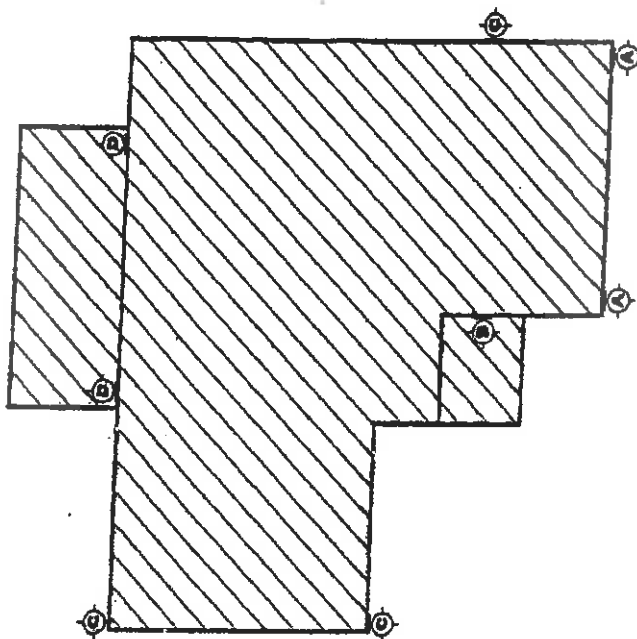


Example

# SAMPLE LIGHTING PLAN

## RESIDENTIAL LIGHTING WORKSHEET

Fixture ID on Plans	Fixture Type and Wattage	No. of Fixtures	Height above Ground <sup>1</sup>	Lumens per Fixture	Total Lumens for Fixture Type
Existing					
None					
Subtotal					
Proposed					
A	60W. Incandescent	2		890	1780
B	18 W. Compact Fluores.	1		1200	1200
C	(2) 75 W. PAR	3		1400	4200
D	75 W. Halogen	2		700	1400
Subtotal					
Grand Total					8580
Total Lumens <u>8580</u> Total project acreage (developed area) <u>1 acre</u>					
Lumens per acre permitted: <u>20,000</u>					
Lumens per acre proposed: <u>8580</u>					
Are all proposed fixtures fully shielded? <u>No</u>					
If no, identify which fixtures and exemption type <u>A - less than 1000 lumens</u>					
<u>Notes: C to be aimed half way between straight down and horizontal (45°)</u>					



Type A	Type B	Type C	Type D

<sup>1</sup> If pole mounted

## LAMP DATA

**Lamp      Initial  
Wattage    Lumens**

### **Incandescent**

25 W	150
40 W	460
60 W	890
75W	1210
100 W	1750
150 W	2880
300 W	6360
1000 W	23800

**Lamp      Initial  
Wattage    Lumens**

### **Metal Halide**

175 W	14000
250 W	20000
400 W	40000
1000 W	115000

### **PAR (Parabolic Aluminized Floods & Spots)**

150 W	1740
-------	------

### **Compact Fluorescent**

5 W	250
7 W	400
13 W	900
18 W	1200
26 W	1800
32 W	2900

### **HPS (High Pressure Sodium)**

50 W	3300
70 W	5800
100 W	9500
150 W	16000
200 W	22000
250 W	30000
310 W	37000
400 W	50000
1000 W	140000

### **Tungsten-Halogen**

250 W	4700
500 W	10700
1000 W	19000
1500 W	36000

### **LPS (Low Pressure Sodium)**

18 W	1800
35 W	4800
55 W	8000
90 W	13500
135 W	22500
180 W	33000

### **Mercury Vapor**

100 W	4000
175 W	8500
400 W	23000
700 W	44000
1000 W	61000

### **Fluorescent (Standard Cool-White, 1.5-inch tubes)**

21 W	1190
30 W	2050
36 W	2450
39 W	3000
50 W	3700
52 W	3900
55 W	4600
70 W	5400
75 W	6300

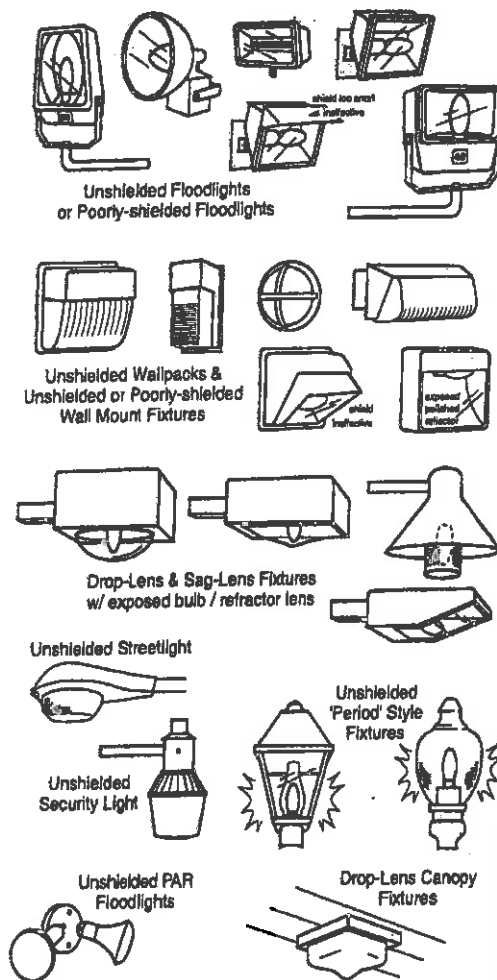
These are standard values are based on manufacturers data and are to be used unless the applicant submits other verified lumen values.

<p>Examples of fixtures that are</p> <p><b>NOT Fully Shielded</b></p> <p>(Note: Some of these fixtures may be acceptable provided they don't exceed 1,000 lumens. See Table 4.1)</p>	<p>Examples of fixtures that are Fully Shielded</p> <p>(Note: to be fully shielded these fixtures must be closed on top and mounted such that the bottom opening is horizontal)</p>
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## Examples of Acceptable / Unacceptable Lighting Fixtures

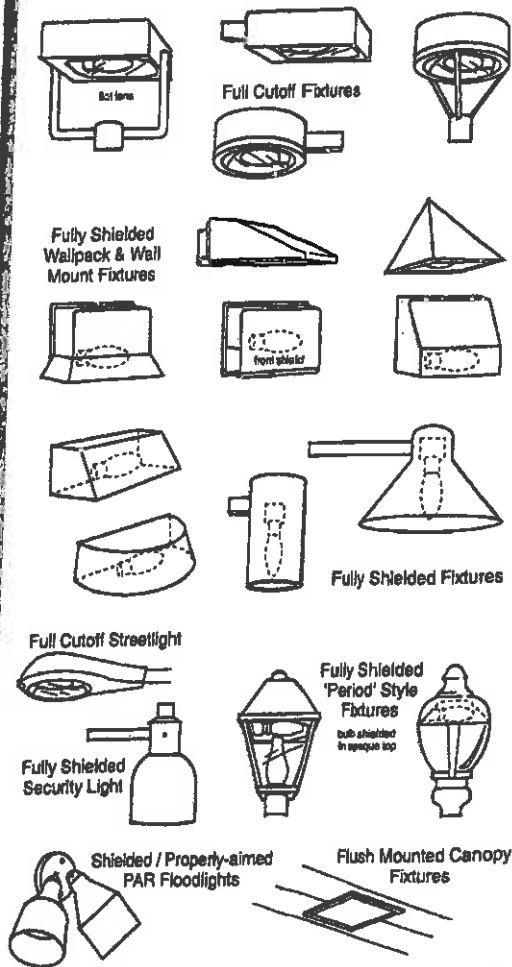
### Unacceptable / Discouraged

Fixtures that produce glare and light trespass



### Acceptable

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



SC 10/02



# COCHISE COUNTY COMMUNITY DEVELOPMENT

*"Public Programs...Personal Service"*

## Sierra Vista Sub-Watershed - Water Conservation Overlay Zone Permit Checklist

The following water conservation measures shall be required of all residential and non-residential properties in the Sierra Vista Sub-watershed, as defined by the Arizona Department of Water Resources and delineated on County maps:

**Note: In order to obtain a Building Permit the required *Gray Water* appliances and plumbing system design with stub-outs must be shown on the construction plans and are verified during the inspection process.**

### **RESIDENTIAL PERMITS ONLY:**

**Gray Water Plumbing:** New residential construction shall have gray water line(s) plumbed to stub out, and to be capped and clearly marked so as to permit the optional use of gray water by residents. The gray water plumbing must connect at least two plumbing fixtures, and preferably those that produce the most gray water without compromising the efficient evacuation of the black water pipes.

**Identify at least two plumbing fixtures proposed with plumbing for gray water outlets in proposed new construction (e.g. laundry room, downstairs bathroom sink, etc.):**

Are *Gray Water* plumbing line(s) shown in construction plans? ☐ Yes

**Note: *THIS ITEM DOES NOT APPLY TO MANUFACTURED OR REHABILITATED MOBILE HOMES***

### **RESIDENTIAL AND NON-RESIDENTIAL PERMITS:**

**Hot Water on Demand:** In new construction, a hot water system will be installed to provide hot water on demand at the point of use in sinks and baths/showers. Recirculation devices shall include timers, temperature sensors or remote control operation. Point of use hot water heaters that serve individual fixtures or other alternatives that deliver hot water at each fixture within a waiting period of 15 seconds or less are acceptable.

**Describe device(s) proposed to achieve hot water on demand at all sinks, baths or showers in proposed new construction:**

Are Hot Water on Demand Device(s) shown in construction plans? ☐ Yes

Device Cut-Sheets Provided? ☐ Yes

**Note: *THIS ITEM DOES NOT APPLY TO MANUFACTURED OR REHABILITATED MOBILE HOMES***

**Outdoor Sprinkler Systems:** Any new installation or replacement of an automatic outdoor sprinkler system shall also include the installation of a rain or humidity sensor that will override the irrigation cycle of the sprinkler system when rainfall has occurred in an amount sufficient to negate the need for irrigation at the scheduled time. Where there are multiple areas with a sprinkler system watered from one controller, the sensor must be installed at the largest area.

Does permit include any proposed automatic outdoor sprinkler systems? ☐ Yes ☐ No

If Yes, then system shall include rain or humidity sensors.

Is the *Outdoor Sprinkler System* depicted on Plans (site or construction)? ☐ Yes ☐ No

**Evaporative Coolers:** New or replacement evaporative coolers shall not be single-pass coolers.

Does permit propose any new or replacement of evaporative coolers? ☐ Yes

If Yes, then evaporative coolers shall not be single-pass, i.e. non-re-circulating.

Evaporative Coolers depicted on Plans and Cut-Sheets provided (site or construction)? ☐ Yes

---

**NON-RESIDENTIAL PERMITS:**

**Commercial Laundry Facilities:** Laundry facilities intended for public use such as laundromats, hotel guest laundries or multi-family housing laundry rooms will be equipped with high efficiency washing machines that have a water factor of 9.5 gallons per each cubic foot of laundry or less. This provision applies to initial establishment of new laundry facilities and on replacement of existing equipment due to normal wear and tear or other loss.

**Non-residential only, if applicable, describe make and model of proposed high efficiency washing machines:** \_\_\_\_\_

Are Equipment Cut-Sheets Provided? ☐ Yes ☐ N/A

**Artificial Water Features:** New artificial water features such as ponds, lakes, water courses, and other types of decorative water features are prohibited in any new commercial construction or in common user areas of multi-family housing unless their sole source is harvested rainwater. This provision does not pertain to required storm water detention/retention facilities or permitted swimming pools and spas.

**Non-residential permits only: Any artificial water features proposed?** ☐ Yes (if yes, sole source is harvested rainwater? ☐ ) or ☐ None proposed

Are they depicted on Construction Plans (site or construction)? ☐ Yes ☐ N/A

**Landscaping:** Any new landscaping proposing irrigation installation or re-installation in a median or similar strip of permeable surface less than fifteen feet in any horizontal dimension, adjacent to a roadway, sidewalk, parking area or other paved or impermeable area, shall be irrigated by a subsurface (drip), non-sprinkling irrigation system.

Does permit propose any irrigated landscaped medians less than 15 feet wide? ☐ Yes ☐ No

If Yes, then system shall be irrigated by a subsurface (drip), non-sprinkling irrigation system.

Are Landscaped Medians depicted on Plans (site or construction)? ☐ Yes

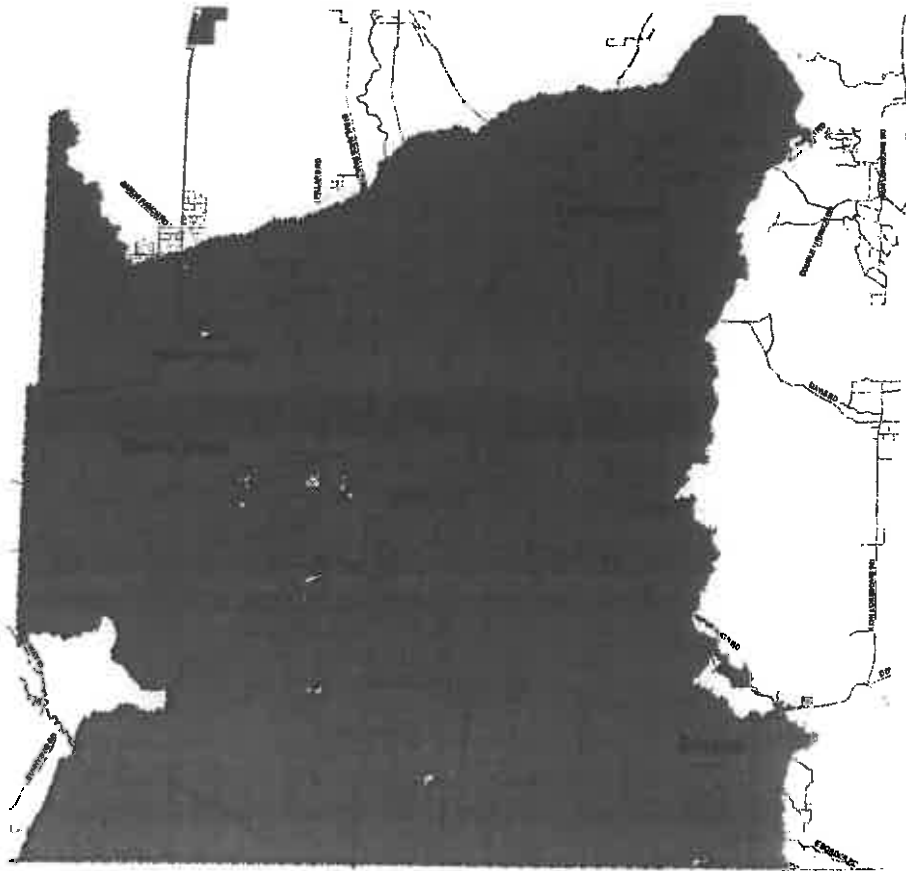
By signing below, I (the applicant) hereby acknowledge that the information provided above is accurate and true, subject to minor revisions that are in conformance with the County's regulations as they relate to the requirements of the Sierra Vista Sub-Watershed Water Conservation Overlay District, and that said information may be verified through the County's building permit review and inspection process.

---

Applicant's Name (printed) and Signature

Date

**Sierra Vista Sub-watershed**



**Incorporated City**



**Sierra Vista  
Sub-watershed**

## **Residential Plan Requirements:**

Based on the 2003 International Residential Code.

*(To be completed by applicant)*

### **Submittal Documents**

- ☐ Two Sets of Construction Documents. Minimum preferred size 24"x36". (1/4" Scale)
- ☐ Two *Sealed* copies of Truss Calculations, or deferred note on drawings. Lateral calculations if required.
- ☐ One copy of the Sierra Vista Sub-Watershed document signed and dated. (If applicable)
- ☐ One copy of the Cochise County Lighting worksheet if not shown on plans.

### **Foundation Plan**

- ☐ Show plan view of complete dimensioned foundation layout.
- ☐ Provide details of footing type, size, and reinforcements.
- ☐ Sealed calculations and plans for engineered slabs. (Post tension, raft, etc.)
- ☐ Location and type of anchors and hold-downs.
- ☐ Compaction report for fill (requirement noted and provided at time of inspection)
- ☐ Show UFER ground

### **Roof/ Framing Plan**

- ☐ Plan view of structural components: beams, trusses, headers, and structural connection details.
- ☐ Size, spacing, species, and grade of materials.
- ☐ All details referenced on Roof or Framing Plan.
- ☐ Roof slopes, drainage, scuppers, and skylights.

### **Plumbing Plan**

- ☐ Show location, sizes, materials of all drainage waste & vent, and water piping with developed length.
- ☐ Show location, developed length, appliance demands, sizes of gas piping.
- ☐ Provide water and fixture unit tables. (For sizing purposes and Health Department review)
- ☐ Show gray water system and other water conservation systems (SV sub water shed)

### **Floor Plan**

- ☐ Show complete dimensions, window and door sizes, and label all room uses.
- ☐ Show braced wall panel locations (sheathing locations and hold downs).
- ☐ Indicate separation between garage and dwelling. (5/8" Type X per amendment)
- ☐ Show all cabinets and fixture locations.
- ☐ Show all safety glazing at hazardous locations.

### **Exterior Elevations/ Building Sections**

- ☐ Show all sides of the structure, window sill heights, exterior finishes, chimney heights, top of wall and roof heights.
- ☐ Show cross section of structure with room labels, interior finishes callouts, ceiling and drop heights.
- ☐ Cross reference to framing and foundation sections.
- ☐ Roof Ventilation calculations. Identify type and location.

### **Mechanical Plan**

- ☐ Provide Manual J analysis to size HVAC units.
- ☐ Indicate heating and cooling units, type, location.
- ☐ Show fuel burning appliances combustion air.
- ☐ Show supply & return duct sizes and routes.
- ☐ Show diffuser (register) locations.
- ☐ Show exhaust fan locations.

### **Electrical Plan**

- ☐ Plan view showing panel location, receptacles, lights, circuits, ground fault interrupters, arc fault interrupters, and smoke alarms.
- ☐ Panel schedule showing circuits.
- ☐ Service entrance diagram. (Riser diagram).
- ☐ Load calculations and service size.
- ☐ Show compliance with the Cochise County Light Pollution Ordinance. (May be completed by worksheet.)

## **Submittal Requirements for Engineered Metal Buildings:**

1. Two sets of plans with an Engineer's Stamped Seal
2. Two sets of foundation/ footing plans with an Engineer's Stamped Seal
3. Electrical, plumbing, and gas plans if applicable.

**NOTE:** *The above list identifies most of the standard information needed on the required submittal, but may not be all-inclusive. Applicant may be required to provide additional project information, specifications or plans at the discretion of the Planning Department and Plans Examiner.*



**Arizona Department of Agriculture (ADA)**  
Licensing and Registration Section  
1688 West Adams, Phoenix, Arizona 85007  
Phone: (602) 542-6408  
Fax: (602) 542-0466

### Notice of Intent to Clear Land

**ARS § 3-904**

Pursuant to A.R.S. § 3-904 the undersigned, as Owner of the Property described herein, gives this Notice of Intent to Clear Land of protected native plants.

1. **Owner/landowner's agent.** The owner or landowner's agent of the Property upon which protected native plants will be affected:

Owner's Name \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Agent's Name \_\_\_\_\_ Fax \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

2. **Property.** The description and location of the Property upon which protected native plants will be affected:

County \_\_\_\_\_

Name of Property/Project \_\_\_\_\_

Address \_\_\_\_\_

Physical Location (attach map) \_\_\_\_\_

(Note: Map must also show surrounding land for 1/2 mile in each direction)

Tax Parcel ID Nos. \_\_\_\_\_

Legal Description (or attach copy) \_\_\_\_\_

Number of Acres to be Cleared \_\_\_\_\_

3. **Owner's Intent.** Landowner's intentions when clearing private land of protected native plants.

☐ Owner intends to allow salvage of the plants, and agrees to be contacted by native plant salvagers.

☐ Owner intends to transplant the plants onto the same property, or to another property he also owns.

☐ Owner has already arranged for salvage of the plants.

☐ Owner does not intend to allow salvage of the plants.

☐ Other \_\_\_\_\_

4. **Approximate starting date.** \_\_\_\_\_

(See notice period listed on reverse side)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notice to salvagers: Consent of the landowner is required before entering any lands described in this notice.



## Explanation Of This Form

### 1. Notice of Intent to Clear Land.

The majority of the desert plants fall into one of five groups specially protected from theft, vandalism or unnecessary destruction. They include all of the cacti, the unique plants like Ocotillo, and trees like Ironwood, Palo Verde and Mesquite. In most cases the destruction of these protected plants may be avoided if the private landowner gives prior notice to the Arizona Department of Agriculture.

### 2. Notice Period.

When properly completed, this form is to be sent to the Department within the time periods described below. Landowners/developers are encouraged to salvage protected native plants whenever possible.

### 3. Information to Interested Parties.

The information in this notice will be posted in the applicable county office of the Department and mailed to those parties (salvage operators, revegetation experts) who have an interest in these plants and may approach the landowner with the possibility of saving the plant(s) from unnecessary destruction.

## Notice to Landowner:

1. The owner may not begin destruction of protected native plants until he receives confirmation from the Arizona Department of Agriculture and the time prescribed below has elapsed. The "Confirmed" stamp only verifies that the Notice has been filed.

<u>Size of area over which the Destruction of Plants will occur</u>	<u>Length of Notice Period</u>
---	--------------------------------

Less than one acre	20 days, oral or written
One acre or more, but less than 40 acres	30 days, written
40 acres or more	60 days, written

2. If you are clearing land over an area of less than one acre, oral notice may be given by calling the applicable county office at the telephone number given below.
3. If the land clearing or plant salvage does not occur within one year, a new Notice is required.
4. This Notice must be sent to the applicable district office of the Department of Agriculture at the address given below:

**Kingman Area**  
Junction of Hwys 68 and 93  
(928) 565-2222  
Permits sold Mondays 8:00 a.m. - 10:00 a.m.

**Phoenix Office**  
1688 W. Adams  
Phoenix, AZ 85007  
(602) 364-0935

**San Simon area**  
Milepost 383.3 Westbound I-10  
(520) 845-2437  
Permits sold on Wednesdays 10:00 a.m. - 12:00 p.m.

**Nogales Office**  
2771 N. Grand Ave.  
Nogales, AZ 85621  
(520) 281-0783

**Tucson Office**  
400 W. Congress Ste.124  
Tucson, AZ 85701  
(520) 628-6317

**Yuma Office**  
3893 S 4th Ave.  
Yuma, AZ 85365  
(928) 341-1680

**Notice to salvagers: Consent of the landowner is required before entering any lands described in this notice.**